



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |   | FOR RECORDS MANAGEMENT USE  |                                      |
|---|---|---|--------------------------------------|
| Application Date<br><b>10/25/76</b>   | 1. Agency Address<br><b>Georgia Department of Public Safety<br/>Uniform Division<br/>No Fault Section<br/>959 East Confederate Avenue, S. E.<br/>Atlanta, Georgia 30316</b> | Application Number<br><b>76-347</b>   |                                      |
| Application Number  |   | Date Received<br><b>NOV 29 1976</b>   | Date Completed<br><b>DEC 17 1976</b> |
| 2. Person to Contact<br><b>Captain Harris</b>   |   | Working Title<br><b>Supervisor</b>  | Telephone Number<br><b>656-6116</b>  |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |   |   |                                      |
| 4. Dates of Series<br>Earliest <b>1-1-75</b> Latest <b>Present</b>  |   | 5. Records Series Title (followed by title used in office, if different)<br><b>Flashing Light Permit Files</b>  |                                      |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br><b>The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property; the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family.</b> |   |   |                                      |
| 7. Record Series Description<br><br>Documents relating to:<br><br>Included are:   |   | This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><b>Issuing permits to wrecker services, ambulance services, police, etc. To affix a flashing light to their vehicles while traveling through the State of Georgia.</b><br><br><b>Copy of Permit (DPS-41).</b><br><br><b>"Application for Designation as Emergency Vehicle and Emergency Light Permit"</b><br><br><br><br>File is arranged: <b>Chronologically by month.</b> |                                      |
| 8. Monthly Reference Rate<br>One to six months old <b>100</b> ; Seven to twelve months old <b>100</b> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?   |   | How often are records referred to which are:  |                                      |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers <b>6</b> ; Legal-size drawers _____; Shelves _____; Other (specify) _____  |   |   |                                      |

| YES | NO  | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|-----|--|
| X   |     | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X   | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X   | c. Is this a vital record?   |
|     | X   | d. Does this series have historical or long term research value?   |
|     | N/A | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X   | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X   | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
|     | X   | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?   |
|     | X   | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X   | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.   |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

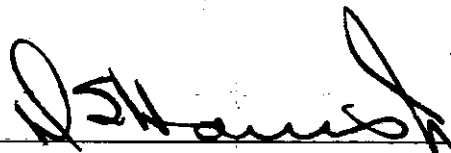
☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify)

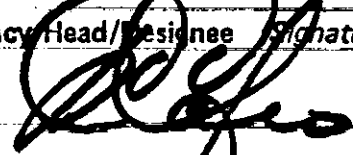

Hold in current files area 1 year or until state audit is completed, whichever is later; then destroy.

( ) Concur


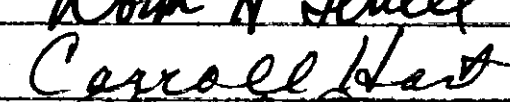

( ) Nonconcur

  
 Director, No Fault Section

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)  | Date     | Records Management Officer (Signature)   | Date     |
|---|----------|--|----------|
|  | 11-17-76 |  | 11-15-76 |

| State Records Committee (Signature)  | Date     |
|--|----------|
| State Auditor/Designee        | 12-16-76 |
| Secretary of State/Designee  | 12-6-76  |
| Attorney General/Designee    | 12-17-76 |

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)